
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: **SITE COORDINATOR (Part-Time)**
This position is open to Pulaski County employees and the General Public.

HOURLY RATE: **\$10.00 per hour (up to 29 hours per week)**

DEPARTMENT: **YOUTH SERVICES (4084) Positive Prevention Program**

THE POSITIONS AVAILABILITY CONTINGENT UPON GRANT FUNDING.

PRIMARY RESPONSIBILITY / FUNCTION: Responsible for the after school program for youth ages 6-17 years.

ESSENTIAL JOB FUNCTIONS:

- Provide youth with support and guidance through life skills programs.
- Provide educational programs focused on improving youth's overall academic achievement.
- Assist youth with homework and enhance academic performance.
- Maintain filing system on all youth and accurate records of timesheets for payroll.
- Provide information to Program Director for monthly reports.
- Oversee all program activities and provide snacks and mini meals for youth.
- Provide a clean and safe program environment.
- Serve as a mentor by providing a positive and professional example.
- Provide transportation of youth to activities as needed.
- Performs other related duties as required.

WORKING CONDITIONS:

Work is performed primarily in a smoking restricted environment with frequent visits to outside agencies and at departmental activities and functions. Weekend and evening work may be required.

MINIMUM QUALIFICATIONS:

Completion of college level course work in Education, Communication, or a related field; considerable experience working with youth; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's License.

Employment is contingent upon satisfactory completion of the following pre-employment requirements: criminal background check, child maltreatment check, and an adult maltreatment check.

OPEN DATE: 07-10-2019

CLOSE DATE: 07-16-2019 (5:00 p.m.)

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

10 July 2019

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